

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

83-1708

FROM:

EXTENSION

NO.

Director of Information Services
1206 Ames Building

DATE

1 July 1983

TO: (Offices designated, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

5 JUL 1983

6 JUL 1983

[Signature]

Harry,

2.

3.

ADDA

6 JUL 1983

[Signature]

4.

5.

DDA

7 JUL 1983

[Signature]

6.

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15.

This memo is FYI only so you can see what we are doing in furtherance of the objective to plan for consolidation of registries (to the extent practical) in the new building.

Re paragraph 5, if you agree, I would like to prepare a memo to the DDS&T for your signature advising Ev Hineman that we wish to begin discussing this subject with their office RMOs and registry people.

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DD/A REGISTRY
FILE: 45-8

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Consolidated Registries in the New Headquarters Building

1. In response to the DDA's directive to determine the feasibility of consolidating DDA and DDS&T registries in the new Headquarters building, a meeting was held on 8 June 1983 with RMD personnel and Directorate RMOs to discuss this effort. Personnel attending the meeting were:



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2. Although there was general agreement that the consolidated registry concept is a good one, more questions were raised during this initial discussion period than were answered. The discussion focused on the various functions of a registry, the automated systems that will be an integral part of the registries in the new building, adequate space, the role of the Directorate RMOs in the consolidation process, and the procedures for approaching directorate and office heads to discuss this consolidation.

3. The participants concluded that the functions performed by one registry are not always compatible with other registries within the same directorate and usually are not compatible with registries outside the directorate. It was felt that some registries are more complex than others while some perform special functions that are unique to their particular office. Because of these special functions and the physical location of offices in the new building, the consensus of the group was that the consolidation probably should be limited to merging registries within specific directorates. In this connection, one of the key tasks for the Directorate will be in convincing office directors that this consolidation will be responsive to their individual needs, as well as improve the overall efficiency and productivity of their registry operations. It was proposed, in conjunction with directorate and component RMOs, that a list be developed of the functions which would be performed by any registry. This list would be used initially for preliminary estimates of space and equipment requirements that would be needed in planning space allocations in the new building. As the list is refined over time, it would also serve as the basis for establishing standardized registry procedures. Special or unique functions would be added as appropriate for individual registries.

4. The Directorate RMOs generally agreed that they will all have to participate to some extent in planning for possible registry consolidations even though their directorate may not be directly affected by this merger. The DDA and DDS&T RMOs would be the primary participants in the planning process; they indicated that they preferred not to take an active part in all phases of this consolidation but would rather serve as a coordinator between the Building Planning Staff, RSB, and the office RMOs within their directorate. It was recognized that the Records Management Division would be the focal point for consolidation and would coordinate the activities needed to achieve this goal.

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5. Because the DDA has already stated his intent to consolidate registries where appropriate, it was suggested that the directorate communicate with the DDS&T on this objective and indicate OIS' intent to obtain needed information from individual office registries. This step would head off any possible misunderstanding that might develop if the DDS&T and office directors in that directorate heard of our efforts through the grapevine. Once this conversation has taken place, RSB would begin working with the directorate and office RMOs in acquiring the necessary data needed by the Building Planning Staff. (It has subsequently been learned that the Director of Information Services had been approached on this matter.) RSB is proceeding on the basis that the DDA will affect any senior level coordination that he feels is necessary.

6. RSB is scheduling a follow-up meeting in July 1983 for the attendees mentioned in paragraph 1, above. Once these preliminary discussions have taken place, RSB will schedule another meeting in July, to be attended by the DDA RMO, DDS&T RMO, a Building Planning Staff representative, and RMD representatives. RMD will have an internal meeting prior to these meetings with the Directorate RMOs so that it can formulate specific points for discussion, better understand what we hope to accomplish at these meetings, and focus on the key issues involved in the consolidation. [] will be provided with minutes from these various meetings so that he will be aware of our progress in planning for the merger of registries in the new building.

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